

Minutes: January 24, 2020

Attendees: Lucas Jackson, Yiqing Ma, Ian Wood

Time: 4:00pm ~ 4:45pm

Location: UI Library

Minutes Recorder: Lucas Jackson

Agenda Revisions: none

Actions Completed:

- Distributed workload for frontend development
 - Yiqing: Login
 - Ian: Menu
 - Lucas: Records
 - Ensured environments were identical for development
 - Discussed contingency plans for falling behind with busy schedules
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Actions to be Completed:

- Continue work on frontend
 - Get previous team project to work to begin integration testing
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Upcoming Dates:

- 1/28/20: Design Expo Registration
- 2/21/20: Engineering Release Review
- 3/6/20: Snapshot #3